

Please forward assigned FOIA request to your Division Director so they can determine and directly notify the RA or RA-D that they need to be assigned the FOIA request for responsive records. (This includes 6RA or 6RA-D) Also, if a determination is made that the FOIA request needs to be assigned to a different Division, please inform the FOIA Office.

**FREEDOM OF INFORMATION ACT REQUEST**  
**EPA-R6-2014-010057**

REQUEST DATE: September 3, 2014

REQUEST RECEIVED: September 4, 2014

**REQUESTOR INFORMATION:**

Mrs. Kathy Spiritoso  
Pilko  
700 Louisiana St., Suite 4500  
Houston, Texas 77002

Email: [kathyv@pilko.com](mailto:kathyv@pilko.com)  
Fax No. 713-357-0990

Work Phone# 713-357-0908

**FEE CATEGORY: Commercial**

\*\*\*\*\***SUBJECT**\*\*\*\*\*

I am submitting this FOIA request for copies/digital files of compliance related information (Enforcement/Notice of violation files, Consent Decrees/Administrative orders, fines/penalties and spill information for the last 5 years.

\*\*\*\*\***ASSIGNED OFFICE(s)**\*\*\*\*\*

6EN  
6SF

**DUE DATE: October 2, 2014**

\*\*\*\*\***SPECIAL INSTRUCTIONS TO DIVISIONS**\*\*\*\*\*

1. Always note Fee commitment by requester: \$ 150
  2. Call the requester with a fee estimate, if cost is expected to exceed amount committed \$ 150
  3. Each Division must obtain Division Director or delegate concurrence on denial log before routing to ARA signature.
  4. Send a copy of the response and cost information sheet to the FOIA Office (6MD-OE).
- \*\*\*\*\***DO NOT WRITE IN THIS SPACE, FOR FOIA OFFICE USE ONLY**\*\*\*\*\*

**BILLABLE COST**

\$4.00	\$7.00	\$10.25	Pages	Other	TOTAL
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6EN  
6SF

**ADMINISTRATIVE COST**

Postage	Free Docs.	Other	TOTAL
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EPA-R6-2014-010057

I am submitting this FOIA request for copies/digital files of compliance related information (Enforcement/Notice of violation files, Consent Decrees/Administrative orders, fines/penalties and spill information for the last 5 years.

The following are a list of the sites/Facilities:

- 1) Citgo Refinery, 1802 Nueces Bay Blvd., Corpus Christi, TX 78407
- 2) Citgo Refinery, 4401 Highway 108, Lake Charles, LA 70601
- 3) Citgo Terminal, Highway 108, Truck Terminal, Lake Charles, LA 70602
- 4) Citgo Terminal, 11001 R.L. Ostos Road, Brownsville, TX 78521
- 5) Citgo Terminal, 1398 Oak Park Avenue, Corpus Christi, TX 78407
- 6) Citgo Terminal, 2505 North Port Ave., Corpus Christi, TX 78401
- 7) Citgo Terminal, 4851 Emil Road, San Antonio, TX 78219
- 8) Citgo Terminal, 1708 N. Ben Jordan Blvd, Victoria, TX 77901
- 9) Lakemont Pipeline (located in Texas & Louisiana)
- 10) Casa Refined Products Pipeline System (located in Texas)
- 11) Sour Lake Crude Pipeline system (located in Texas & Louisiana)





**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 6  
1445 ROSS AVENUE, SUITE 1200  
DALLAS, TX 75202-2733**

**CERTIFICATION OF ADEQUACY OF SEARCH ON  
"NO RECORD" RESPONSES**

I, \_\_\_\_\_, certify that I am employed by the Environmental Protection Agency, Region 6, in Dallas, Texas (or acting as a representative) as \_\_\_\_\_, that I am familiar with the records requested and/or that I am responsible for conducting the search for responsive records for Request Identification Number 06-FOI-\_\_\_\_\_, and that I have conducted an "adequate" search for responsive records by searching the below listed location(s) (as applicable):

- 1.
- 2.
- 3.

I further certify that I am aware that a search for responsive records need not be perfect, only adequate and that adequacy is measured and/or determined by the "reasonableness" of the effort of the search in light of the specific request. Specifically, I have searched for the documents in all places that it is practical for the documents to be located. Moreover, after conducting an adequate search for records on behalf of the \_\_\_\_\_ Division/Unit, I have located no records responsive to this request or portions thereof. Further, I am attaching an itemized listing of all records which my search supports are not in the Region's possession.

Date: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Person Conducting Search**

Date: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Designated Supervisor for Person  
Conducting Search**

# STAFF CHECKLIST FOR TRANSMITTAL OF RECORDS/INFORMATION

06-FOI-\_\_\_\_\_

	YES	NO	N/A
Program has responsive records	_____	_____	_____
Searched all possible locations (hard copy/e-mail, files in workstation, file rooms, hard/flash/shared drives, CDs, blackberries etc.)	_____	_____	_____
Advised RFO/DFC of any special circumstances/ Sensitivity related to the FOIA Request	_____	_____	_____
Consulted with the FOIA Requester and/or RFO/DFC for further clarification of the request	_____	_____	_____
Completed "Certification of Adequate Search" form for "No Records" Response	_____	_____	_____
Completed Cost Sheet	_____	_____	_____
Provided responsive records to the assigned FOIA specialist by due date on transmittal form	_____	_____	_____

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ ext. \_\_\_\_\_  
Printed Name: \_\_\_\_\_ Office Name: \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THIS FORM SHOULD BE COMPLETED AND RETURNED TO THE REGIONAL FOI OFFICER ALONG WITH THE RESPONSIVE RECORDS, A COSTS SHEET AND 'NO RECORDS' CERTIFICATION FORM (IF NECESSARY), FOR EACH FOIA REQUEST PROCESSED.**



**INTERNAL USE ONLY – DO NOT SEND THIS TO REQUESTER**  
**Please read instructions on back before completing form**

<b>FOIA FEE CALCULATION WORK SHEET</b>				
1. REQUEST NUMBER 06-FOI-	2. TYPE OF REQUESTER	3. DATE COMPLETED / /	4. ACTION OFFICE	
NOTE: The Freedom of Information Act and EPA's regulations state that the Federal Government must obtain a fee commitment from a FOIA requester before billing can occur. So if no fee commitment is plainly given in the request letter or if other Division also have records, please contact the requester. Provide the requester with an estimate. Make sure the requester understands what program records you refer to and make a note of his/her fee commitment.				
5. FEE COMMITMENT AMT.	6. DATE OF VERBAL/Written COMMITMENT	7. FEE COMMITMENT RECEIVED FROM		
8. CLERICAL PERSONNEL	TOTAL HRS.	¼ HOUR RATE	COST	
a. Search - \$ 4.00 @ ¼ HOUR		x \$ 4.00		
b. Review - \$ 4.00 @ ¼ HOUR		x \$ 4.00		
9. PROFESSIONAL PERSONNEL	TOTAL HRS.	¼ HOUR RATE	COST	
a. Search - \$ 7.00 @ ¼ HOUR		x \$ 7.00		
b. Review - \$ 7.00 @ ¼ HOUR		x \$ 7.00		
10. MANAGERIAL PERSONNEL	TOTAL HRS.	¼ HOUR RATE	COST	
a. Search - \$ 10.25 @ ¼ HOUR		x \$ 10.25		
b. Review - \$ 10.25 @ ¼ HOUR		x \$ 10.25		
11. DUPLICATION/REPRODUCTION	TOTAL	RATE or ACTUAL	COST	
a. Paper or Computer Page (2 sided copy = 2 pages)		x \$ .15 pg =		
b. Diskette or CD (Specify) 3 CDs		\$ 1.00 each =		
c. Microfiche		x \$ 1.00/sheet =		
d. Microfilm		x \$10.00cartridge =		
e. Video or Audio Cassette (Specify)		x \$ 5.00 each =		
f. Maps		x		
g. Photos				
12. OTHER COSTS	TOTAL	RATE or ACTUAL	COST	
a. Computer Cost		x		
b. Certifications		x \$25.00 =		
c. Special Handling-Overnight Mail		x		
d. Other (Specify)		x =		
13. Actual Admin. Cost for Non-billable Staff time	TOTAL	¼ HOUR RATE	COST	
a. Preparer's Name      Grade/Step		x =		
b. Preparer's Name      Grade/Step				
14. FOR FOIA OFFICE USE ONLY				
a. TOTAL ADMINISTRATIVE/PROCESSING FEES _____		c. TOTAL CHARGED _____		
b. TOTAL COLLECTABLE FEES _____		d. FEES WAIVED/REDUCED YES OR NO _____		